

EIA-811 MONTHLY BULK TERMINAL REPORT INSTRUCTIONS

1. QUESTIONS?

If you have any questions about Form EIA-811 after reading the instructions, please contact the Form Manager at (202) 586-1795.

2. PURPOSE

The Energy Information Administration (EIA) Form EIA-811, "Monthly Bulk Terminal Report," is used to collect data on end-of-month stocks of petroleum products. The data appear on EIA's website at www.eia.doe.gov and in numerous government publications.

3. WHO MUST SUBMIT

Form EIA-811 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by:

- Every bulk terminal operating company located in the 50 States, the District of Columbia, Puerto Rico, and the Virgin Islands, and

Section 9 explains the possible sanctions for failing to report.

A bulk terminal is primarily used for storage and/or marketing of petroleum products which has a total bulk storage capacity of 50,000 barrels or more, and/or receives petroleum products by tanker, barge, or pipeline. Bulk terminal facilities associated with a product pipeline should be included in this report.

4. WHEN TO SUBMIT

Form EIA-811 must be filed with the EIA by the 20th calendar day following the end of the report period (e.g., the Form EIA-811 covering the January 2003 report period must be received by February 20, 2003).

5. WHERE TO SUBMIT

Survey forms may be submitted by facsimile, e-mail, or electronically.

This form may be submitted to the EIA by fax, e-mail, or secure file transfer. Should you choose to submit your data via e-mail or facsimile, we must advise you that e-mail and facsimile are insecure means of transmission because the data are not encrypted, and there is some possibility that your data could be compromised. You can also send your Excel files to EIA using a secure method of transmission: HTTPS. This is an industry standard method to send information over the web using secure, encrypted processes. (It is the same method that commercial companies communicate with customers when transacting business on the web.) To use this service, we recommend the use of Microsoft Internet Explorer 5.5 or later or Netscape 4.77

or later. Send your surveys using this secure method at: <https://idc.eia.doe.gov/upload/noticeoog.jsp>.

Fax completed forms to: (202) 586-6323 or (202) 586-1076

E-mail completed forms to: OOG.SURVEYS@eia.doe.gov

Electronic Filing Option: The PC Electronic Data Reporting Option (PEDRO) is a Windows-based application that will enable you to enter data interactively, import data from your own database, validate your data online, and transmit the encrypted data electronically to EIA via the Internet or a dial-up modem. If you are interested in receiving this free software, contact the Electronic Data Collection Support Staff at (202) 586-9659.

6. COPIES OF SURVEY FORMS, INSTRUCTIONS AND DEFINITIONS

Copies in portable document format (PDF) and spreadsheet format (XLS) are available on EIA's website at:

www.eia.doe.gov/oil_gas/petroleum/survey_forms/pet_survey_forms.html

You may also access the materials by following the steps below:

- Go to EIA's website at www.eia.doe.gov
- Click on the *By Fuel* category near the center of the page
- Click on the *Petroleum* category (this takes you to EIA's petroleum information page)
- Click on the *Survey Forms* tab on the left side of the page
- Enter the materials you want.

Files must be saved to your personal computer. Data cannot be entered interactively on the website.

7. HOW TO COMPLETE THE SURVEY FORM

PART A. RESPONDENT IDENTIFICATION

- Enter the month and year (e.g., January 2003 is: Month 01 Year 2003). The monthly report period begins at 12:01 a.m. EST on the first day of the month and ends midnight of the last day of the month.
- Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will advise you of the number.
- Enter the name and address of the company filing the report. If there has been a change since the last report, enter an "X" in the box to the right.
- Enter the name, title, telephone number, fax number, and e-mail address of the person to contact concerning information shown on the report. The person listed should be the person most knowledgeable of the specific data reported. Check the box provided if the contact information is different from

the prior month.

Resubmission

A resubmission is required whenever an error greater than 5 percent of a previously reported value is discovered by a respondent or if requested by the EIA.

Enter "X" in the resubmission box if you are correcting information previously reported.

Enter only those data cells which are affected by the changes. You are not required to file a complete form when you resubmit.

PART B. COMMENTS

Describe any unusual or substantially different aspects of your monthly operations that affected the data reported.

PART C. STOCKS OF PETROLEUM PRODUCTS BY STATE

Definitions of petroleum products and other terms are available on our website. Refer to Section 6 for details. Please refer to these definitions before completing the survey form.

EIA ID Number and Report Period: Enter the EIA identification number and report period on each page.

Resubmission: If this is a resubmission to correct previously submitted data, check the appropriate box.

Quantities: Report using the following criteria.

- Report end-of month stocks by state. Use Table 1 to determine state abbreviations. Consecutively number each page. If more than one page is needed, enter the U.S. total, Puerto Rico total, and Virgin Islands total on the last page only.
- Report to the nearest whole number in **thousand barrels** (42 U.S. gallons/barrel). Quantities ending in 499 or less are rounded down, and quantities ending in 500 or more are rounded up (e.g., 106,499 barrels are reported as 106 and 106,500 barrels are reported as 107).
- Report stocks as of midnight of the last day of the report month, corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).
- Report actual measured stocks (inventories).
- Report data only for those products applicable to your operation. If the quantity for a product for which you usually report data is zero, please enter "0". Shaded cells on the form are those in which data are not currently required to be reported.

Stocks to be included:

Stocks in custody at the bulk terminal regardless of ownership should be reported.

Stocks in aboveground and underground storage associated with the facility should be reported.

Stocks in rail cars associated with the facility should be reported.

Stocks in transit, except those in transit by pipeline: Report all domestic and foreign stocks held at bulk terminals and in transit

to the terminal, except those in transit by pipeline. Petroleum products in transit by pipeline are reported separately by pipeline operators on Form EIA-812, "Monthly Product Pipeline Report." Include foreign stocks only after entry through Customs as defined below. Exclude stocks of foreign origin held in bond.

Table 1. State Abbreviations

STATE ABBREVIATIONS			
State Name	Abbrev.	State Name	Abbrev.
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Dist. Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

For purposes of this report, "after entry through Customs" is said to occur on:

- the "entry date" specified on the U.S. Customs Form CF7501, "Entry Summary;" or
- the "date of withdrawal conditionally free of duty" specified on U.S. Customs Form CF 7501, "Entry Summary;" or
- the "import date" specified on the U.S. Customs Form 214, "Application for Foreign Trade Zone Admission and/or Status Designation;" or
- the "date of exportation" specific on the U.S. Department of Commerce Form 7525-V, "Shipper's Export Declaration," for shipments from Puerto Rico to the 50 States and the District of Columbia.

Stocks of oxygenates commingled with motor gasoline blending components should be reported as motor gasoline blending components (Code 134).

All Other Oxygenates (Code 445) includes other aliphatic alcohols and aliphatic ethers intended for motor gasoline blending (e.g., TAME, TBA, isopropyl ether (IPE) or n-propanol).

Stocks of mixed liquefied petroleum gases (including unfractionated streams) should be reported by the individual

components (i.e., ethane, propane, normal butane, isobutane, and pentanes plus) as determined by chemical analysis.

Stocks to be excluded:

Stocks held at leased tankage at other facilities should not be reported.

Stocks of petroleum products in transit by pipeline should not be reported on Form EIA-811, but should be reported by pipeline operators on Form EIA-812, "Monthly Product Pipeline Report."

Foreign stocks before entry through Customs should not be reported.

Stocks of foreign origin held in bond should not be reported.

Stocks of oxygenates held at an oxygenate production facility associated with a refinery should not be reported, but should be reported by the refinery on Form EIA-810, "Monthly Refinery Report."

8. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information reported on this form will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905. The Energy Information Administration (EIA) will protect your information in accordance with its confidentiality and security policies and procedures.

The Federal Energy Administration Act requires the EIA to provide company-specific data to other Federal agencies when requested for official use. The information reported on this form may also be made available, upon request, to another component of the Department of Energy (DOE); to any Committee of Congress, the General Accounting Office, or other Federal agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order. The information may be used for any nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.

Company specific data are also provided to other DOE offices for the purpose of examining specific petroleum operations in the context of emergency response planning and actual emergencies.

Disclosure limitation procedures are not applied to the statistical data published from this survey's information. Thus, there may be some statistics that are based on data from fewer than three respondents, or that are dominated by data from one or two large respondents. In these cases, it may be possible for a knowledgeable person to estimate the information reported by a specific respondent.

9. SANCTIONS

The timely submission of Form EIA-811 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 each day for each violation, or a fine of not more than \$5,000 for each willful violation.

The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions

commanding any person to comply with these reporting requirements.

10. FILING FORMS WITH THE FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 2 hours and 13 minutes per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: Energy Information Administration, Statistics and Methods Group, EI-70, 1000 Independence Avenue, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.